




March 93

\$2

newsletter vol 16/17

The Minnesota Apple Computer Users' Group, Inc.

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1 Monday	2 Tuesday	3 Wed.	4 Thursday	5 Fri	6 Saturday
<h1>MARCH 93</h1>			Macintosh Main Meeting <small>Notes: location rotates</small> Penn Lake Lib 8800 Penn Ave. S. Bloomington 7:00-8:45 Topic: New Products / by Apple's rep. Curtis Jullber Mike Carlson 866-3441 (days)		Sat March 6th mini'apples Annual Business Meeting 11:00-2:00 Washburn Lib 5244 Lyndale Ave. S. Mpls (lib ph:825-4863)
			8 Apple II / GS Main Meeting 7:00 PM Murray JHS 7pm 2200 Bufford (St. Paul) (see sig ref for detailed dir.) Topic: AppleWorks GS Tom Ostertag 488-9979 Note: Next months (April) meeting temporarily at VanCleve Park Bldg	9 <i>both of these locations chged from last month</i> <i>Note: temporary change in starting time</i> <i>Normally meet from 6:30 to 8:45</i> <i>Routine location & day of week not established, double chk each month</i>	10
15 Hypercard East Lake Lib 7:00 pm 2727 East Lake Str. Pk 7:00-8:45 Topic: Q & A / Scripting Peter Fleck 370-0017 Forth Dimesion Sig Stony Hill Apts Party Room 7 pm Plymouth; call Ian Abel at 920-5520 for Topic / addr.	16 Apple Novice Sig Murray JHS 7pm 2200 Bufford (St. Paul) (see sig ref for detailed dir.) Topic: Open Forum Tom Ostertag 488-9979	17 DTP SIG moved to 18th at St Anthony lib 2245 Como ave call Bob Grant to be absolutely sure at 827-6294 lib # for directions 292-6635	18 (see notes to left) FileMaker Pro sig Highland Park Lib 1974 Ford Pkwy at 7:00 PM, Lib Ph# 292-6622 (see sig ref for directions) Topic: Open Discussion Steve Wilmes 458-1513	19	20
22 Macintosh Novice User SIG Highland Park Lib 1974 Ford Pkwy at 7:00 PM, Lib Ph# 292-6622 (see sig ref for directions) Tom Lufkin 698-6523	23 Mac Pro <i>most likely the topic will be from:</i> Murray JHS 2200 Bufford at 7pm see sig news section for detailed directions, upcoming & past topics articles Gervaise Kimmin 379-1836 <i>see ForBase+ in Sig news</i> grammers Sig <i>the list provided in SIG news section</i>	24 move Mac Desktop Publ. SIG to new loc & date	25 AppleWorks sig Murray JHS 7pm 2200 Bufford (St. Paul) (see sig ref for detailed dir.) Topic: A/W Integration by: Tom O. & Les A. Les Anderson 735-3953	26	27

April 93

mon	tues	wed	thur	friday	sat
			1 1--tentive board	2	3
5 2--apple main	6	7	8 3-main mac	9	10 4--Think-C
12	13	14	15	16	17
19 5--Hypercard 6--Forth Dim.	20 7--apple novice	21	22 8--Filemaker 9--DTP	23	24
26 10-mac novice	27 11--mac prog. 12--foxpro	28	29 13--appleworks	30	

1--Mini'app'les
7pm board mtg
Lexington Br Lib
Univ & lex in St. Paul
for agenda cal
David Laden at
488-6774

2--apple main
7pm
murray Jr High
2200 Buffort
topic =WP Adv.
Tom Ostertag
488-9979

3--Main Mac
7pm
Penn Lake lib
8800 Pen ave S
Bloomington
topic apple new prod.
by Mike Carlson
866-3441 days

4-- Think-C
1:00-5:00
Brookdale-Henn Lib
6125 Shingle Cr pkwy
conf-rm B
topic coding OOP
Keven Kassulker
535-2968

5-- Hypercard
?? 630/7:00??
?? East Lake Lib ??
2727 East Lake st.
Topic scripting
Pete Fleck
370-0017

6--Forth Dimen.
7pm
Stony Hills Apt party rm
Topic unknown
Ian Abel
920-5520

7--apple novice
7pm
murray
2200 Buffort
topic open
Tom Ostertag
488-9979

8-- Filemaker-Pro
7pm
Highland Park Lib
1974 Ford Pkwy
topic open
Steve Wilmes
458-1513

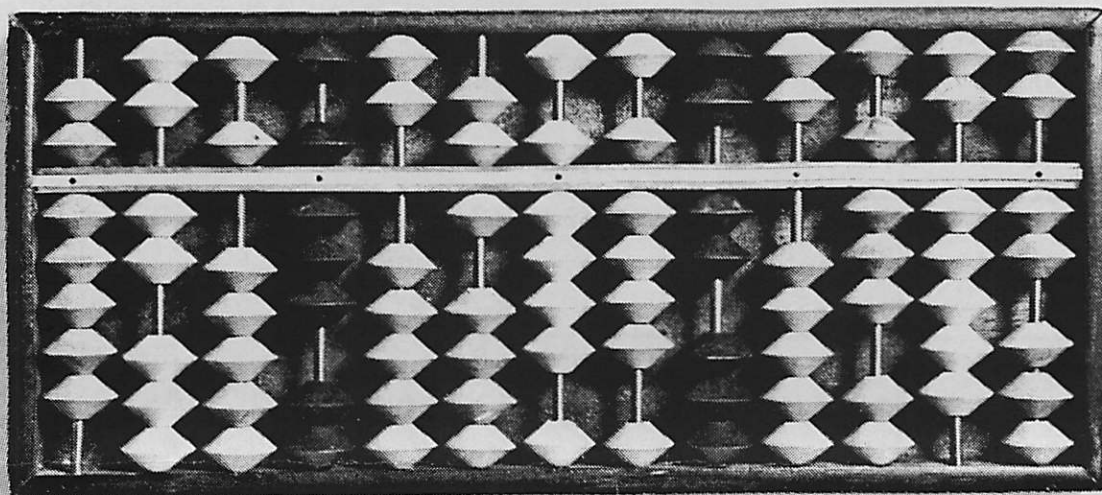
9-- Desktop Publ.
7pm
St Anthony Lib
2245 Como Ave
Bob Grant
827-6294

10-- Mac Novice
Highland Park Lib
1974 Ford Pkwy
topic open
Tom Lufkin
698-6523

11-- Mac Prog.
7pm
murray Jr High
2200 Buffort
topic =misc topics
see Mar sig news
Gervaise Kimm
379-1836

12--Appleworks
7pm
murray Jr High
2200 Buffort
topic =wp advanced
Les Anderson
735-3953

It's been centuries since working with numbers was this easy.

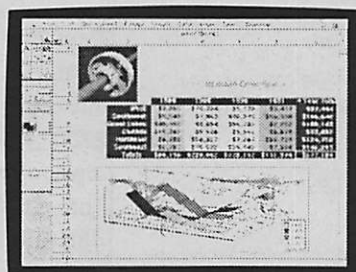


Like the abacus, 1-2-3[®] for Macintosh[®] was inspired by simplicity, and the new Release 1.1 is even simpler to use. Now you can drag-and-drop data between worksheets. And with new SmartSum, you can simultaneously sum multiple ranges. Plus only 1-2-3 for Macintosh is fully compatible with other versions of 1-2-3.

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Lotus 1-2-3 for Macintosh

mini'app'les Read Me First / Intros by Keven & David!

Legal jargon and fine print can be found inside back cover

The Minnesota Apple
Computer
Users' Group, Inc.
P.O. Box 796
Hopkins, MN 55343

FROM THE PC (*)
an Update on User Group Activities

There are two items I would like to share with you this month. The first concerns newsletter production. We had hoped to deliver a newsletter into your hands several weeks ago. However, due to a variety of factors it just didn't happen. Please accept our apologies. We have deviated from our normal printing and mailing procedures for this issue with the hope that it will reach you prior to our March 1993 meetings (this issue is being mailed first class). We are still in need of volunteers to handle newsletter production. Please contact me at 488-6774, or any of the board members (their phone numbers are listed on the inside front cover of the newsletter) if you are able to help out in this capacity.

The second item is to call to your attention our General Membership meeting to be held on Saturday March 6, 1993 (see information elsewhere in this issue). All members are encouraged to attend all or part of this important business and planning meeting. We are open to hearing your suggestions and ideas for the future direction of the User Group. Your attendance at the General Membership meeting is one way you can have a voice. The User Group is you, the members. You determine the future. Come, get involved, and bring your ideas.

If you have not already done so, I urge you to read the article titled "From Pooch to Porche" in the January 1993 issue of the Mini'app'les newsletter. I think it effectively summarizes the current state of the User Group and can serve as the springboard for our discussions on Saturday March 6th.

(*) President's Computer

*From: Keven Kassulker
to: membership*

*RE: I never claimed to be a desktop publisher
If you're a new comer, see page 6 for new comer
help along with the Ref page inside back cover.*

I hope my effort will encourage some skilled individual to say, *hey I can do better job*. My purpose for taking on the doomed for failure task of getting this newsletter out was not my love for DTP. Maybe it was to try out my writing ability? NOT! How about some excuss like I need the chance to try out all the great software I own? A small bit of truth to that theory, but closer to the truth is that I love it when people say it can't be better, bull!!! Step 1 is completed:

- + I got some first hand knowledge of the process involved
- I managed to put out a newsletter that lacks a lot of polish
- + I uncovered several serious flaws in the process that I didn't know existed prior to this effort.

Enough of the analytical stuff. I agree with Dave Undlin 300 percent! It is a big job! A few individuals shouldn't try to do it all! And yes we definitely need more volunteers to step forward.

I was a little shocked by the number of phone calls I got. I think that some of the past newsletter staff hope that mini'app'les can overcome problems that have plagued the newsletter for years. Here is a few ideas from 1 member out of an organization of 661 members.

Break the newsletter into about 1/2 dozen sections get about a dozen individuals involved. 6 teams of two (a primary and a backup). Try to set some clearly understood guide lines so that the process doesn't go down in flames. opps I guess I exceeded my 1 magic wand prescription. If we can get 30 ideas, try to implement 20, and perfect 10 there's some chance we might be able to get the newsletter back on track.

Stop by the volunteer pool breakout group at the annual business meeting (see ad on previous page) The idea is to get lots of little elfs, instead of a few big oxes! Past years have shown us that the majority can't make or really deliver on big time commitments for free, lets try to find a different approach.

Sincerely,



Keven Kassulker 535-2968

Director at large, Think-C SIG leader,
and very temporary newsletter guru / flunky!

Prospective members Guide

Miscellaneous Help by Keyword

Welcome! This is the 1st rough draft of this guide so don't rely too heavily on it. Mini'app'les is made up of about 1 dozen groups that pretty much fall into three categories: General Interest Groups (GiG's), which are sub-divided into novice and experienced groups, they total four to five groups. The last category is Special Interest Groups (SIG's), which there are roughly 8-10 groups.

For more info on these groups checkout the newsletter (NL), call contacts listed in NL, attend one of the meetings, call the Bulletin Board or Voice mail systems. There you have it your on your way! — No just kidding a few other tips and warnings to make your experience a little less confusing.

#1 Always double check calendar sources, of which there are too many to properly control, which means you may end up at the wrong location, at the wrong time & date until you learn the ropes of this organization.

#2 Talk to some live you may save your self a few wasted trips. Two good sources for this information are the GiG & SIG leaders, and board members.

#3 Don't judge the group on one visit, most of are speakers are donating there time, so you may not always get the bells & whistle demonstrations that companies spend lots of money and time producing. On the other hand with the less formal setting you might have more opportunity to ask those questions. My last comments refer you to several good places to start your search, for technical questions check out the members helping members section on this page or the reference section in the back inside cover of the NL. Hopefully the contents listed on the front cover can also get you started in the right direction, enjoy!

abbreviations:		
mini'app'les (m/a),	Newletter (NL),	Section (sect), Sub-Sect(SS),
General Interest Groups (GiG's),	Special Interest groups (SIG's)	
Keyword	Description	Where to find it
Membership	application	NL advertising section inside back pages
	application questions	NL ref / board / membership director
	Software technical questions	mem help mem this pg, or (SIG's & GiG's)
mini'app'les	bulletin board system	NL ref section
	mailing address	NL reference section
	meeting descriptions	NL Apple & Mac sect/SS: (SIG's/GiG's(desc
	meeting locations, contacts, topics	NL calendars
	SIG's / GiG's detail questions	contacts listed NL ref & calendars sect's.
	voice mail	NL ref section
Vendors	advertisements	back pgs of NL
	contacts	NL ref section

Members Helping Members

Software not responding to humans?

Have a question the manual doesn't answer?

Members Helping Members is a group of volunteers who have generously agreed to help.

Please: call at the times listed only if you are a member and own the software
They are just a phone call away!

Contact	Phone	available	Macintosh	Key	Apple II	Key	Apple IIGS	Key
Steve Wilmes	450-7448	E	Adobe Illustrator	21	AppleWriter	2	AppleWorksGS	15
Tom Ostertag	488-9979	E	Beginners	13, 14	AppleWorks	2, 23, 25	APW	20, 23
Tom Gates	789-1713	EW	Canvas 3.04	5,7	Ascii Express	3	Complete Pascal	10
Tom Edwards	927-6790	E	FileMaker II, Pro	1, 17	BASIC	5	Delux Paint II	25
Earl Benser	884-2148	EW	Freehand	22	Beagle Buddy	23	Gen. Information	3, 10
Dan Buchler	435-3075	E	General	14, 17, 18	Dazzle Draw	25	GraphicWriter II/III	15
Keven Kassulker	535-2968	EW	Double Helix	16	DB Master	7	GS/OS	3, 10
Fritz Lott	377-3032	E	HyperCard	6, 9	Educ. Software	25	HyperStudio GS	3
Peter Fleck	370-0017	DEW	Draft	5	Gen. Information	25	Merlin 16+	15
Randy Dop	452-0425	EW	Draw	5	Home Acc'n't	20	Mousetalk	15
Ed Spitzer	432-0103	D	Paint	5	PublishIt!	23, 25	PaintWrks + Gold	15, 25
Bob Rosenberg	377-4300	EW	OS	4	ProTERM	23, 25	Prosel	2
Bob Rosenberg	340-0234	D	Excel	5,6,17,18	Quicken	25	TML Basic	3, 10
John Hackbarth	715-246-6561	D	Word	4,5,6,14,17	Talk Is Cheap	3	TML Pascal	3, 10
Jim Horswill	379-7624	DEW	Works	11,17	TimeOut	2	Writer's Choice	15
Tom Michals	452-5667	DEW	Networking	5, 6, 13	TO Graph	2	To become a member helping members leave your name and phone number on mini'app'les BBS at 892-3317 or Voice-Mail at 229-6952	
Arnie Kroll	433-3517	E	PageMaker	4, 6, 17				
Michael Foote	507-645-6710	DEW	PostScript	8	APPLE III Key			
Richard Becker	870-0659	EW	Power Point	5	General	12		
Steve Peterson	922-9219	EW	QuickBasic	5, 6	We appreciate your cooperation!			
Jodi Roste	933-1698	EW						
Nancy McClure	227-9348	DEW						
James Fullwood	454-7610	EW						
Rand Sibet	560-8103	EW						

mini'app'les Board: Announcements, Highlights & Minutes

Annual Meeting set for March 6th!

by Keven Kassulker

See page 4 flyer for more details. Some hard work was put in by both members and exec committee board members. We tried to come up with a meeting that will focus on the entire membership, rather than holding it during one of general interest meetings.

Some what different from last year we've attempted to put a little more structure into the meeting by breaking it into two parts.

1) focus on nominations for upcoming board elections.

2) Breakout groups:

+ a chance for membership to discuss their ideas for the upcoming year

+ See the flyer for a little better description of what areas we hope can be covered
One difference in the format will be small group breakouts. We hope to come away from the meeting with some written notes that will be reviewed by the board, the membership and any new members that join during and after this meeting.

We hope to see you there! Besides several board discussions on this meeting I also would like to thank: Tish Cavalier for getting it started, finding rooms, lots of other work, including Art work and attending planning sessions. Others who donated several to many hours during the process included: Jacque Gay, Leroy Sorenson, Peter Fleck and my self. Additionally Jacque lets us use her dining room and demonstrated her Powerbook 100 (145?) in action!

Highlights of recent board activity

Many come to mind, but before I list a few, if your so inclined review some of the minutes that follow for all the fuzzies & gory details.

1) February 11th bylaw changes were approved by the board. These changes

were brought to the board by several members who hoped for more flexibility in getting input into the process with or without the board consent. Don't pick apart this description, read the bylaw changes and review previous newsletters (especially Dec 92 issue) for the background.

2) Many exec committee meetings which tried to take a top to bottom review of the clubs charter, along with attending to many needs that face the club. Although the board hasn't spent alot of time communicating (summarizing) their activities to the membership some upcoming attempts will be made, especially at the annual meeting and future newsletter press.

3) The recent resignations of Dave Undlin, Brian Bezanson, and Robert Hammen.

Don't take this list as any where near complete, I hope this could become a routine feature from time to time for those interested in less detail.

Proposed Changes to BYLAWS, Subsections 1 and 2

1. Procedure for requesting changes to bylaws:

(a) Any board member or member may request changes to the bylaws by submitting a signed request, including proposed changes, to the President or Presiding Officer of the last board meeting, following the currently existing procedure for submitting items to the agenda of next board meeting. The member requesting change or their representative, or the board member requesting change must be in attendance at that board meeting.

(b) By petition: At least 25 members with voting rights or 5% of the members with voting rights, whichever is less, may propose a resolution for action by the members to amend the bylaws. The resolution must contain the provisions proposed for amendment.

2. Procedure for changing bylaws:

(a) Bylaw changes approved by the board will

be published in the Mini'app'les newsletter or in a Special Mailing at least two months prior to the election of ratification.


(b) Changes to the bylaws proposed in accordance with Section 1 and being rejected by vote of the board or tabled for more than 45 days shall be submitted to members when at least 25 members or 5% of the members, whichever is less, request that requested changes be brought to the membership for a vote, such request to be made in writing over the signatures of the members making the request and filed with the President, Vice President or Secretary of the board. This call for vote by member shall be published in Mini'app'les newsletter or Special Mailing (ballot maybe included) within 60 days of filing. Election of ratification shall be held in the month starting not more than 31 days later. All signers of the petition must be eligible to vote at the time of the ratification election.

3. The ratification shall be by means of a written ballot as published in the Mini'app'les newsletter or Special Mailing. Ballots will be accepted at Mini'app'les meetings or by mail. All ballots must be received by the 28th of the month in which the vote is taken. A two-thirds majority of those voting is necessary for ratification of changes to the bylaws.

4. Changes to these bylaws become effective the first day of the month following the election of ratification.

5. For purposes of Section H. of these bylaws, the newsletter will be presumed to be published on the first day of the month shown on the cover of the newsletter. Notification by Special Mailing will be presumed to be given on the date postmarked on the mailing.

mini'app'les Board Minutes July 9th, 1993


BOARD OF DIRECTOR'S
MEETING MINUTES
9 July 1992

Presiding Officer: David Laden, President

Members Excused: Tom Lufkin, Allen Mackler, Brian Bezanson, Greg Carlson

EXHIBIT

1.1 Attendance:

Gay, James Folmer

1.2 Adoption of Agenda •Moved, seconded and unanimously approved

1.3 Reading and approval of minutes from June 11, 1992 meeting

- The May 14 revised minutes were handed out for approval. They will be sent on disk to Dave Undlin for publication in the newsletter.
- The June 11 minutes were reviewed and corrections made. They will be corrected and forwarded to Dave Undlin for publication in the newsletter.

REPORTS FROM OTHER OFFICERS/ COMMITTEES

2.1 President's report.

- David Laden talked to Chuck Penson from the Science Museum. Penson has published press releases on the Software Expo, has advertised for 2 months and run ads in their newsletter.

2.2 Vice President's report

- Absent

2.3 Treasurer's report

- See the attached new budget, item 4.3.

2.4 Secretary's report

- Nametags were distributed.

2.5 Membership Director's report

- See attached report.
- Suggestions were to include a disk of the EDOM catalog for the Mac users.

- Apple II and IIGS users - I talk to Greg to see what to send to new members; a catalog or catalog on a disk.

- EDOMs can be upgraded for free by exchanging.

- Bylaws are on disk for distribution (by laser printer)

2.6 Publication Director's report •No report.

2.7 Software Director's report •No report.

2.8 Operations/Resource Director's report •Working on getting information on the upgrade of the club Mac SE.

2.9 Report of the Interest Group Directors

MAC •Not present.

Apple II •Back in touch with Harris labs re: club tour.

- Tentatively set for August is a Telecom demo from Multitech. Delivery of presentation to Park Nicollet, etc. Do we want to meet with Multitech before this meeting? The group expressed interest in this.

- Move to accept reports. Seconded and approved.

OLD BUSINESS

3.1 Surveys •David Laden has databased the survey. See attached.

- David wanted to know what specific information we felt we needed to use for his report. Requested were the models used, software, and the newsletter (DL noted that most members felt the size was appropriate).

- 92 responses to the survey. The question "I would attend more often if..." yielded interesting responses, and there is a definite combination of machines in moving between platforms.

3.2 7/7 Software Expo Meeting

- Jacque has put together a Hypercard stack to be shown. LeRoy did the graphics. No demo tonight due to lack of hardware. The program is 4 minutes + sound effects. Jacque needs voices (sound bytes) for the presentation, preferably something that sounds like a user group meeting. Looking for volunteers.

- Hardware report: Tom talked with Fred Evens re: equipment from First Tech from their training room. He offered ci's. We are to place promotional material re: placard and hand-outs noting First Tech's involvement. Rental agencies had SE's only for 1/2 rental cost (\$50/machine/day). Tom is also contacting SIGS so the people who run the SIGS would also do demos and bring their equipment. 3-5 people will provide Apple II's. Roger Wagner will also provide equipment.

- Volunteers for 2 hour shifts needed. Volunteer now for the best time slots.

3.3 Organization of Board of Directors, Vacant Position, Committee Assignments, appointment of Staff, etc.

- Tabled at this time.

3.4 Name Tags •Ceremoniously distributed.

David Laden to mail name tags to those not present.

3.5 By-laws •Available on BBS. Ready for newsletter publication.

3.6 Amateur Electronics Fair 7/10 & 11

- Tom Gates received nothing back from AEF. We may or may not have a table there. If so, Tom Gates and David Laden can attend on Saturday.

NEW BUSINESS

4.1 Upgrade of club Mac •Table until next month.

Alan Mackler is investigating possibilities.

4.2 Dues increase proposal *continues*

The minutes for months August 92 through January 93 are ready.

Look for them in the next issue. Lots of goodies discussed from the exec committees work examining ways to improve mini'app'les. **What's an exec committee? Its a group of board members doing double time? Now is a good time to get involved!**

**Patronize
Our
Advertisers**

Main Apple II/GS Meetings / Dec 14 & Jan 11

Dec 14 Main Apple meeting by Thomas Ostertag

This is December, the month of snowdrifts and reindeer... not fog and drizzle, but I digress... The meeting started a few minutes late as people continued to funnel in. Introductions were made as people arrived, so announcements were in progress as we gathered. AppleWorks, Main Apple II, Novice meetings were announced as well as requests for Newsletter manager and nominations committee members. Next came Questions and Answers... first a question on alternatives to the finder... Multiple open windows... disk based newsletter, 816... why the New Print Shop won't work on a //c with an ImageWriter II... It was a lively discussion.

Tom Gates brought in the videotape of an interview of Steve Wozniak by Tom Weishaar from Kansasfest for the group to watch. A very interesting view of the history of computing by the creator of the original Apple II...

After the tape, Tom did a demo on Hypercard GS and HyperStudio. Both programs did a creditable job of presentation in terms of graphics and sound. Tom showed how to generate cards and insert text, talked a bit about scripting, answered some questions about HyperMover and in general, did an excellent job of describing the MultiMedia direction of the Apple IIGS.

The meeting did go a bit overtime and the custodian was waiting patiently for us to leave... which we did, and then regrouped at Perkins for the 5th quarter Huddle...

January Main Apple II/GS meeting minutes

Sprinkles of snow were just starting to descend when I arrived at Murray for the January meeting. I carried the equipment into the building and found John Hyde busily working on the Mac LCII using ClarisWorks... yes, it is the Apple II Meeting, you're not in the wrong place. Others gathered and a pre-meeting discussion started about accessing bulletin boards, specifically ours... and how to finish a message. There were numerous suggestions given to the hapless soul who asked the question, more answers than he ever wanted.

Introductions were the first order of business. Mini'app'les Board members and committee members along with all the attendees were introduced or introduced themselves...

The meeting then progressed to Announcements and the dates, times and locations were given for the Board Meeting, the Apple II Novice Meeting, the AppleWorks Meeting and the next Apple II Meeting. A letter from inCider/A+ was read concerning rumors about their demise... (greatly exaggerated...) and the comment brought up the question about what other Apple II publications... Resource-Central, Studio City, Apple II Alive, Scarlet are still being published. Tom Gates also passed out tickets for a Door Prize, Cleanwater Detective from MECC. The Announcements then degenerated into...

The Question and Answer period. Questions concerned memory expansion cards for the //c, hard drive backups and several others. By this time everyone was watching John Hyde and what he was doing on the Mac, so...

John Hyde was introduced. His presentation was on file transfers to the Mac platform using ClarisWorks as the translator. He had three copies of ClarisWorks on his hard drive, but only one had the translators.

Unfortunately, some system files and Apple File Exchange were missing from his system folder so the Mac wanted to format ProDOS and MSDOS disks when they were inserted into the drive... Too bad. The Mac formatted disk, which had Microsoft Works, Word, Excel transferred from AppleWorks files load very well. The word processing documents seemed to load much more readily than database or spreadsheet documents.

John then asked if there were any Apple II programs that people wanted to try... Steve George had a program called Word Challenge that didn't work, probably due to a copy protection scheme. A couple of others from the Club's eDOM collection did work and looked very good. One of them, Car Race required a joystick and as John was explaining why it wouldn't work, Erick Knopp pulled a joystick out of his bag... that's the way to go... Be Prepared for anything. It was great! By this time, it was time. So we packed up the computers and left.

We reconvened at Perkins on Snelling and talked about all sorts of esoteric topics until all hours of the evening.

Jan Appleworks SIG

by Les Anderson

The January Appleworks SIG started with a lively discussion & answer session. The tip & technique was presented by Bruce Thompson. He demonstrated a simple & automatic method to enter dates in the database & spreadsheet using the calendar in TO.Desktools.

The main program was TO.reportwriter, presented by Tom Gates. ReportWriter is an Appleworks add-on that makes the database relational. This greatly increases the power of the database.

The March 25th meeting will focus on Appleworks intergration. This involves moving data between the three modules: word processor, database, and spreadsheet. The meetings are held at Murray Jr. High, 2200 Buford, St. Paul. All meetings start a 7:00pm. Appleworks users of all levels of experience are welcome. Topic for April 22nd meeting will be Word Processors Advanced.

Information on
Apple Educ disks of
the month (EDOMS)
can be found in the
mini'app'les EDOM
section.

To reach Murry Jr. High, take Highway 280 to the Como Avenue exit. Go east on Como about 1/2 mile to the intersection of Luther Place. Turn left and go one block to a T intersection. Murry JHS will be dead ahead. Several mini'app'les SIG meetings are held in the Apple II classroom located on the upper hall, west side.

The Jan main Mac meeting brought us a demo of Family Events (TM) by our own past Main Mac SIG leader Melvyn Magree. Its a shareware program for building Genealogy databases. Contact Magreeable software, inc or search genealogy sections on Compuserve, Online America, or GENie. Melvyn won a powerbook that he'll want to sell, since he was a lucky enough to win a Powerbook in a contest. For more info contact Melvyn at 559-1108.

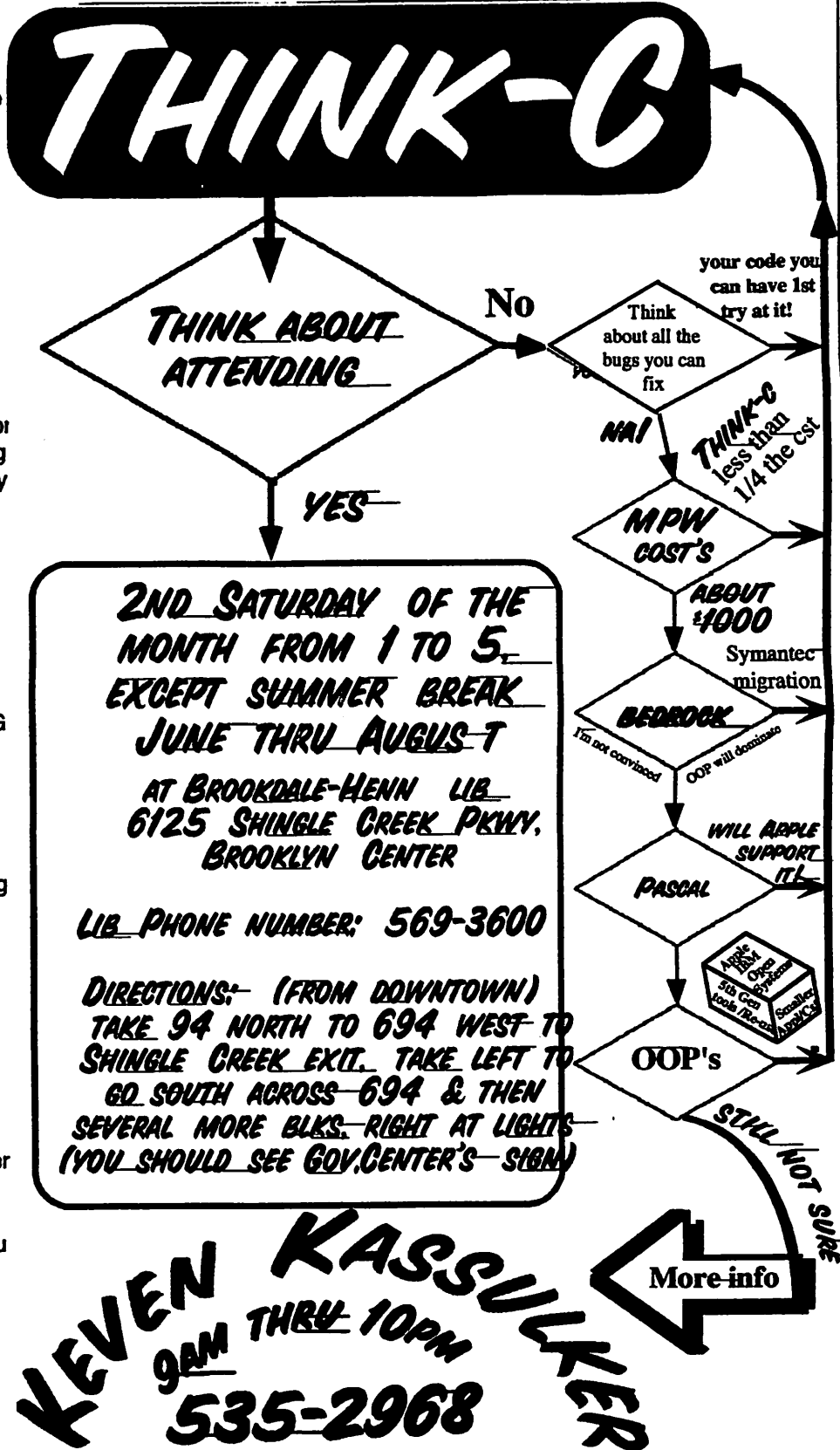
During the Feb Main meeting the topic was PageMaker 5.0 given by the Aldus rep. What I wouldn't have paid for having multiple documents open during newsletter production alone would justify this long overdue major upgrade to the product!

Two sentences describing the difference between the Mac Programmers and Mac Programmers Workshop. The Programmers Sig covers a wide range of programming related topics, usually with a slant towards general information. The workshop SIG attempts to get into actual hardcore detail level coding and review of programming tools to help get those bugs and error free programs up and running a break-neck speed? Well maybe just a little bit faster that tackling Mac's difficult to learn environment. Here's some upcoming topics for the Programmers SIG (in no particular order):

Mac Communications Toolbox, Object Oriented Analysis & Design (ongoing series), Applescript, Open Collaboration, Bedrock, Quickdraw GX, and others.

great tips : Apple Computer offers develop, the Apple Technical Journal for \$27 for quartly Developers CD's. So what you may say! Well if you have a CD player you shouldn't let the Technical title scare you off. The CD's have hundreds of megabytes of info, free utilites, lastest System Software, and lots of neat hacks by Apple programmers, along with Quicktime movies, 3rd party demos, in other

CONT ON PG 16



Some good Mac info downloaded off American Online by Tom Gates

Hard Drive Technical Support Questions by John G. Catalano

Casa Blanca Works publishes Drive7, the top-rated universal formatter for the Macintosh. To help you understand your Macintosh a little better, what follows are typical questions answered by their technical support department. Maybe you have some of the same questions.

What does SCSI mean?

It stands for "Small Computer Systems Interface," a standard that defines the interface for peripheral devices. It provides for parallel transmission of data, thereby allowing for high-speed transfer. Translation: A set of standards defining how equipment connects and talks to other equipment.

What is a Driver?

A driver is a small piece of code that controls a part of the computer. The hard drive driver resides in a hidden partition on your hard drive. That partition is set by the formatting software and can be from 6k to 32K. Apple's SCSI Manager guidelines suggest a minimum 16k partition size. The hard drive driver is code that acts as the gateway between your system and the hard drive itself. It lets each know of the others' capabilities.

What does "Format" Do?

The Format operation completely erases the disk, preparing it to receive new data. Once formatted, a drive can be initialized for use with a computer. Pressing the Format button in many formatters actually performs three functions: 1) Erases all data (formats the drive); 2) Initializes the drive, (writing a new directory & partitioning); and, 3) Installs a new hard drive driver in the driver partition.

How does "Initialize" differ from "Format"?

After a drive is formatted, the initialization process divides it into partitions and installs the hard drive driver in one of those partitions. This process also erases the location of the data on the drive. If you've used your drive on a Macintosh before, you

generally just initialize.

What does "Update" mean?

When you Update your drive, you install just the new driver partition information. Nothing else is changed. If a formatter can "take over" the space allocated by the old driver partition on your drive, you may press the Update button. If the space allocated is too small, Update is gray.

What is Partitioning?

Partitions allow you to store and retrieve data independent of one another, much like having multiple drives on your desktop. Theoretically, a large drive will read and write data to a single partition faster if the drive is divided into smaller partitions. Many formatters allow you to create single or multiple visible partitions and to select partition attributes. These include: password protection, locking a partition, designating a boot partition, or automatically mounting a partition at startup.

Are there hidden partitions on a hard drive?

Yes. In addition to the visible partitions, most formatters write two which are hidden: The first is the Apple Map Entry, which tells the computer that that drive is initialized for the Macintosh. The second is the hard drive driver partition. After that, the visible Operating System partitions are visible.

What are some direct "Test" calls?

Each hard drive will understand a set common of commands sent to it via software. One suite of these commands are Test. Two common ones are SCSI Verify and Scan Drive. A "SCSI Verify" command checks that each block on the drive is good. A "Scan Drive" test, which reads data from each block on the drive, stores it in memory, writes it somewhere else, reads the copy, and compares it to the original. If they are the same, it continues. If they are different, it reports an error and writes out the bad block.

What about writing out bad blocks?

All good formatters will write out bad blocks as part of their formatting process,

and give you the option to disable that feature. Once the bad blocks are written out, the drive will not attempt to write data to them. As bad blocks appear during normal use over time, good formatters will move your data to a stable location on the media.

What is Parameter RAM?

Parameter RAM is an area on a chip on the Macintosh logic board that stores information about the Mac's hardware settings, such as Chooser and serial port information, color, keyboard, and monitor settings, as well as the SCSI bus configuration.

How is the SCSI bus related to the PRAM?

If you are having consistent SCSI recognition problems or hangs, your SCSI bus could be "confused." Resetting the PRAM may help by bringing the Mac SCSI bus information back to the factory default settings.

What happens when I reset (zap) the PRAM?

When you zap the PRAM, you return all the PRAM information, including the SCSI bus information, back to the factory defaults. Please note that in addition to resetting the parameters back to the factory defaults, zapping the PRAM also deletes "Get Info" comments you may have added.

How do I reset (zap) the PRAM?

Always reset the Parameter RAM from a "cold" start, not a "Restart".

If you are running System 7, hold down these four keys when you boot the Mac: Command, Option, P and R. The Mac will blink and restart itself. Release the keys. If you are using System 6, allow the Mac to boot to the Desktop. Hold down the Command, Shift, and Option keys while you select "Control Panel" from the Apple menu. You will be asked if you want to Zap the PRAM. Click "Yes."

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John Catalano is the president of Casa Blanca Works, Inc.

You can reach him at 415.461.2227.

AppleLink and AOL: CBWorks.
CompuServe: 73750,1317.

The Ten Commandments of System 7 By Tom Pitts

System 7 is a mixed blessing for many of us. Its features and power are wonderful and it is handier to use for even simple things like file manipulation in the Finder. Books have been written extolling its virtues. Alas, there is a downside. It is slow — much slower than system 6.0.x. (Did you ever wonder why we capitalize the 'S' in 'system' for System 7 but not system 6? Me too.) It requires a lot of memory — a minimum of 4 MB RAM is really necessary if you wish to use an application or two. You can't get much benefit from it on the low end machines such as the Plus and SE. I won't go on — I love it despite its warts. And I've been accumulating a list of ways to improve it and have fun with it, too.

So just what's a body to do?

Okay, you asked so here are ten things you can do for and with System 7.

- 1 — Install System 7 TuneUp v 1.1. This extension, available user groups and electronic information services such as America Online, CompuServe, and GENie, corrects some problems in the system, updates some printer drivers, and improves memory management. There should be a subtle but real improvement in the speed of Finder activities and better stability of the system.
- 2 — Turn off Virtual Memory. There's no RAM like real RAM. Virtual is slow, much slower than the RAM in your Mac. Unless you are pushing the limit of your internal RAM, don't fool with Virtual.
- 3 — Increase your RAM cache. While you are in the Memory cdev, increase your Ram cache to a minimum of 256K, and to 512K if you have sufficient internal RAM to permit it. There will be a nice increase in the speed of your Mac. You must restart your machine for the new memory settings to take effect.
- 4 — Disable the "calculate folder sizes" option in the Views cdev. It can take forever to navigate through list view windows in the Finder if the Mac has to

calculate the sizes of all the folders as you open windows. Hey, who needs that?

- 5 — Rebuild your desktop file regularly, even if you don't think you need to. The Finder will boot up faster if the desktop file is not full of old, unnecessary data. Rebuilding it cleans out unneeded information. This holds true for any system, but is especially important for System 7 since it borders on the snail side of the Mac speedometer on its best days. Yes, you will lose the comments in the Get Info boxes, but most folks don't care. (If you need those comments, get one of the shareware programs like CommentKeeper that retain the comments when the desktop file is rebuilt.) To rebuild the desktop file, restart your Mac and depress the Command and Option keys as it boots. When you see the dialog box asking if you really want to rebuild the desktop, click the "OK" button.
- 6 — Discard unneeded system items. Most people do not need many of the things Apple's installer puts into your System Folder. Some, like File Sharing, can slow down the Mac if they are turned on. All require memory. Here are some of the items you might not need depending on your Mac and other hardware: DAL (used for network database transfers), Easy Access, AppleShare, File Sharing Monitor, Sharing Setup, Network extension, Users and Groups cdev, Monitors cdev, Color cdev, Map cdev, several DAs (including Puzzle, Alarm Clock, and KeyCaps), and printer drivers for printers that you do not use. Do a spring cleaning in your System Folder and its subfolders. Toss out any commercial or public domain/shareware Extensions and cdevs that you do not need. Your Mac will boot up faster and you will free up valuable RAM. Just remember to keep back-ups of the stuff you discard in case you need some of it later.
- 7 — Improve your Finder's memory allocation. Increasing the RAM available to the Finder can speed it up. You used to be able to do this in the Finder's Get Info box under system 6.0.x. If you can still run a Mac under system 6.0.x, put a copy of the Finder on a floppy, access it under the old

system and increase its memory allotment to about 350 to 400 K in the Get Info box. Replace your System 7 Finder with the altered Finder and reboot your Mac. That should be all you need, but you might have to increase the allotment even further if there is no improvement. Remember that the Finder will now use more RAM, so don't increase its memory any further than you have to.

If you can't or do not wish to use system 6 to increase the Finder's memory, you'll need ResEdit (current version 2.1). You can get it from user groups and online services. Make a copy of your Finder by dragging it to a work folder and depress the Option key as you release the mouse button. You will work on this copy of the Finder. Boot ResEdit and open the Finder (the copy) from within ResEdit. Double-click on the SIZE resource icon. Then double-click on the resource, ID -1, in the SIZE window. Scroll to the bottom of the window and you will see the Size box. Increase the number in the box to a value as high as 400000 bytes. Close all windows, saving the changes and close ResEdit. Move the unaltered Finder out of the System Folder to a safe place, and put the new Finder in the System Folder. Reboot and you're in business. This is safe and it worked for me.

- 8 — Improve the Finder's window opening time. Windows may take a bit longer to open with System 7 because of the zoom effect the Finder uses. You can eliminate this with ResEdit. Open a copy of the Finder with ResEdit as noted above. Open the CODE resource by double-clicking on its icon. In the "CODEs from Finder" window, locate and double-click on the resource ID 4. Scroll down in the "CODE ID = 4 from Finder" window until you see the line number 000078 on the left. Change "48E7 1F38" to "6000 00E6" in the hex numbers in that line. (Note that those are zeros, not letter 'O's.) Close all windows, saving changes, and exit ResEdit as described above. Move your old Finder out of the System Folder and put the altered Finder in its place. Reboot the Mac. Your Finder now opens the windows more rapidly.

---> continued

on page 16

mini'app'les Board: More Minutes, Edom and Newsletter Reference

July 9th, 93 minutes (continued from pg 7)

4.2 Dues increase proposal • Based upon past discussion and the subsequent proposal of the Executive Committee (See 6/17/92 meeting minutes), rates were reviewed, discussed, seconded and approved as follows: • Implementation recommended was 10/1/92. Need to push people to sign up at the old rate, develop some publicity, and get current members to renew for 1,2 or a maximum of 3 years at the old rates before October 1. A November 1 deadline was then recommended to be advertised at the Science Museum Software Expo. A package needs to be worked out such as \$20, \$20, \$20 (years 1,2,3 renew) or \$20, \$15, \$15 (years 1,2,3 new). Cash should be received by November 1 regardless of membership expiration date (i.e. February 1993 expire). Should we prorate? To be worked out by next Board Meeting. • Implementation of renewals and date of November 1, 1992: Moved, seconded and approved.

4.3 August 1992 through July 1993 Budget • Review of budget recommended by the Executive Committee (see attached). • Upgrade of Mac. \$200 budgeted. Does not reflect the capital expenditure vs. maintenance. Discussion - moved, seconded, approved.

	Current	Recommended
Individual New	\$15+5=\$20	\$25
Individual Renew	\$15	\$25
Student	N/A	\$15
Sustaining	\$25	\$40
Foreign	\$30	\$40
Educational (4)	\$50	\$50
Corporate (6)	\$100	\$100

4.4 February 1993 Annual Meeting • Tom Gates recommended the Laugh Doctor to relieve the stress of membership. Don't tail it in with an Apple II or Mac meeting. **4.5 Adjourn** • Motion to adjourn. Seconded and approved.

Newsletter Staff:

Because of the turnover in the newsletter staff, please direct all inquiries to me until a new team is put in place. I've offered to help until end of March 93, after that time route it to the proper person, or if no person exists send it to mini'app'less

P.O. Box.
During any confusion I'll do my best to forward to the proper individuals.
Keven Kassulker
7779 4th ave N.
New Hope, MN 55428-4515
ph: 535-2968
All text based stories and minutes

should be uploaded to the newsletter area on the BBS. I'm not a word processing clerk so if you want in the newsletter, share in the work. For those who don't have modems don't assume that's reason to dump the work on me. Try someone in your SIG, else if still having difficulty, give me a call I'll try to help.

Mini'app'les software reference: Make checks payable to mini'app'les

Mail to mini'app'les Attention: EDOM sales P.O. Box 796, Hopkins, MN 55343

New members receive a package of member lists and software catalogs.

	eDOMs	At Meetings	Mail Order
Members:	5 1/4" eDOMs	\$3.00	Add
	5 1/4" System	\$1.00	
	3 1/2" Apple/Mac eDOMs	\$5.00	per disk, maximum.
	3 1/2" System	\$3.00	
	3 1/2" System 7.0 (9 disks)	\$15.00	
Non-Members:	5 1/4" eDOMs	\$6.00	\$4.00
	3 1/2" Apple/Mac eDOMs	\$10.00	

GREGORY CARLSON
SOFTWARE DIRECTOR

Box 796
Hopkins, MN 55343

544-8252

Software Director's Staff

Mac eDOMs: Jacque Gay, Jim Spencer & Mary Kosowski
Apple eDOMs: Bill Job, Randy Peterson & Tom Gates
eDOM Sales: Mac - Allen Mackler & Mary Kosowski
Apple - Les Anderson

Current Apple System Software Available Through mini'app'les

Software	Version	Date	Format
Apple II, II+ //c, //e			
DOS 3.3 System Master	n/a	09/10/85	5.25"
Apple II System Disk	3.2	07/16/90	5.25"/3.5"
ProDOS 8	1.9	07/16/90	5.25"/3.5"
Apple IIGS			
GS/OS System (6 disks)	6.0	4/92	3.5"
HyperMover (2 disks)			3.5"
Macintosh			
System 7.0 (9 disks)	7.0	4/25/91	3.5"
System 7 v1.1.1 Tuneup	n/a	4/25/91	3.5"
Quicktime (2 disks)	6.0.7	10/09/90	3.5"
HyperMover (2 disks)			3.5"

Apple System Software disk prices are as follows:

3.5" System disks \$3.00 each.
5.25" System disks \$1.00 each.

Notes:

System/Program Disks are available only as a complete set.
GS/OS System v6.0 is \$10.00 per set.
Mac System v7.0 is \$15.00 per set.

Great Mac Tips (cont from page 11) more that one normal brain can process!

The next tip is great little utility that prints documents to disk instead of paper. It's called the paperless printer by Nine to Five. It print documents from any application to disk. This comes in very handy for versions of reports or documents created in slow launching applications, proofing copy. Several of the pages in this newsletter took from 30 70 minutes to print using a MAC VX with 4meg and a HP deskwriter. The Deskwriter has a lousy print preview thats almost never useable with busy graphics. In other words in think it can save you tons of time in paper during initial proofs. It contains find text capability, markup editing for notes, thumbnails ect . . Software includes: Chooser driver, print switcher (ext) and the paperless viewer. They soon will add self-extracting document embedding for easy distribution to anyone (kind of like a jazzed up teach text with a whole lot more. And here's the best part until April 22nd you can pick up a copy for \$19.95 after which time they claim there going to raise sug. retail to \$119.00. Conatct Nine to Five Software at P.O. box 18899, Bolder Co 80308 ph:303 443-4104 or 800 292-5925 fax 303 443-4386.

Opps one more tip as long as I'm on a roll.as long as I'm on a roll , if your memory hungry 4 meg machine is getting not enough memory errors opening windows & applications try this tip. Clear your main clipboard before using it for the next appliaction. Each new appliaction preloads the system clipboard. Say you clip a Pict which is 1.5 meg, then you open two more applications. Your 3 cliipboards are using 4.5 meg of memory, even though you only actually used the clipboard once.

.....
Ten commandments of System 7 continued from pg 13 •

• 9 — Get rid of the Finder's rename delay. When you select a file with the intent of renaming it, there is a brief but annoying delay before the name can be altered. Get the shareware program Rename Delay Editor!, written by Adam Stein. (It is part of the System 7 Pack! current version 2.3, available from user groups and online services.) Just boot Rename Delay Editor and follow the simple instructions to eliminate the rename delay. Look at the other programs is the System 7 Pack! set as well. They're terrific, and let you improve the Finder without ResEdit. Be sure to pay your shareware fee.

• 10 — Have a little fun. There are many hidden secrets in System 7. In the Memory cdev, turn on virtual memory (temporarily) and Option mouse click on the hard disk selection menu. You'll get a list of the programmers names and each has a hierarchical submenu with silly comments. In the Monitors cdev, click on the version number and a silly face and a list of programmers names appears. Press the Option key as you hold down the mouse button and the face sticks its tongue out at you. Click repeatedly on the Option key and the names scramble then mutate to Blue Meanies. Last but not least, hold down the Option key as you select "About this Macintosh..." from the Apple menu. You get the original mountain scene that came with the first Finder. Leave it on the screen a few seconds to see a parade of programmers names.

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*Yes . . .
 I'd like to join!*

Please accept my

mini'app'les MEMBERSHIP APPLICATION.

Please Print or Type:

1. Name _____

 Address _____
 City _____ State _____ Zip _____
 Res. phone _____ Bus. _____
 Renew ID# _____ Exp. Date _____

2. Please enroll me as a mini'app'les member.

<input type="checkbox"/>	Individual	\$25.00	<input type="checkbox"/>	Foreign	\$40.00
<input type="checkbox"/>	Student *	\$15.00	<input type="checkbox"/>	Educational	\$50.00
<input type="checkbox"/>	Sustaining	\$40.00	<input type="checkbox"/>	Corporate	\$100.00

* (must be full-time student at an accredited institution)

3. Please tell us your special interests:

Which personal computer do you use:

- Apple II
- Apple III
- Apple Iie
- Apple Iic
- Apple Iic+
- Apple IIGS
- Laser - Other _____
- Macintosh Plus
- Macintosh SE
- Macintosh Classic
- Macintosh LC
- Macintosh II
- Macintosh SE/30
- Macintosh si
- Macintosh fx
- Macintosh Iicx/Iici
- Macintosh Portable
- Macintosh Powerbook
- Macintosh Quadra
- IBM or IBM clone

Areas of Interest:

- Business Application
- Home Application
- Educational Application
- Desktop Publishing
- Other _____

Do you own or use:

- Printer
- Laser Printer
- Modem
- Scanner
- Other _____

Referred by: _____

Check if interested in volunteer opportunities.
 Special Areas: _____

Check if you do not wish to receive non-club promotional mailings.

You'll receive your new member's kit in 3 to 6 weeks.
 Make checks payable & mail to:

**mini'app'les
 P.O. Box 796
 Hopkins, MN 55343**

mini'app'les Reference

The Minnesota Apple Computer Users' Group, Inc.
P.O. Box 796, Hopkins, MN 55343

Board Members:

Board of Directors

President	David Laden	488-6774
	675 Wheelock Parkway West	
	St. Paul, MN 55117-4151	
Vice-President	Thomas Lufkin	698-6523
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	St. Paul, MN 55116	
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789-1713		
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see Board section of newsletter in the EDOM section

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CP/M	Jim Rosenow	(414) 261-2536
PACER Center	Karen Samuels	827-2966
TC/PC	Gervaise Kimm	379-1836

Printed with soy-based ink.

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Dealers — mini'app'les does not endorse specific dealers. The club promotes distribution of information which may help members identify best buys and service. The club itself does not participate in bulk purchases of media, software, hardware and publications. Members may organize such activities on behalf of other members.

Newsletter Contributions — Please send contributions directly to the Newsletter Manager and more preferable upload them to the BBS.

Until the end of March 1993 the acting newsletter manager is
Keven Kassulker at 7779 48th ave N,
New Hope, MN 55428
phone # 612 535-2968

Deadline for material for the next newsletter currently undefined, check with Keven for further instructions.

Meeting Dates - should be mailed to Keven Kassulker at the address listed above and also a copy should be sent to Eric Knopp at 1953 Midland Hills RD Roseville, MN 55113 612 636-3244

Please \$.29 can sure improve accuracy and it saves everyone time! avoid phone tag

mini'app'les BBS — 892-3317, 24 hours: 8 data, 1 stop, 0 parity

mini'app'les Voice Mail — 229-6952

Newsletter Publication Staff —

Is in the process of being re-established, until further notice direct questions to Keven Kassulker at 535-2968

Questions -

- * Prospective members should see page 6 help
 - * GIG & SIG questions should be directed to contacts on calendars (they should be the most accurate)
 - * Users with technical questions should refer to the Members Helping Members section.
- When one of these sources doesn't seem available or appropriate then direct questions to an appropriate board member.

Membership

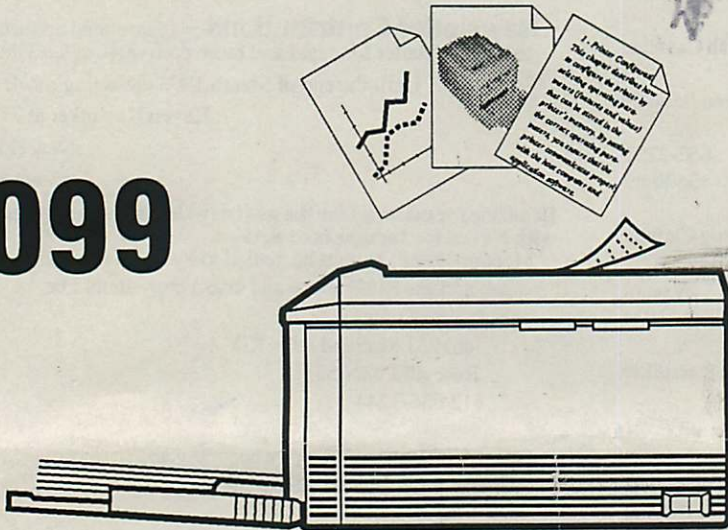
mini'app'les attn: Bill Rhoades, 652-2221 or write P.O. Box 796 Hopkins MN 55343

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ADDRESS CORRECTION REQUESTED

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BURNSVILLE MN 55337

A general membership meeting was held on Saturday, March 6, 1993. Despite the lack of publicity (i.e. the newsletter did not make it out in time to make sure that all members were properly informed of the meeting), the meeting was well attended. Approximately 40 members were present. Our original agenda included the use of break-out groups to brainstorm some of the most pertinent issues facing the user group. After opening the meeting and reviewing the intended agenda, it was the consensus of those present to forego the break-out groups and instead, focus on the problems perceived as most pressing by those in attendance. Edited excerpts from the meeting minutes, below, summarize our findings.

PROBLEM SOLVING

Each member voiced their opinion as to what they felt was the most pressing issue. Answers were noted and categorized throughout the meeting and the issues fell into four very distinct areas, with several miscellaneous items. See page 3 for comments arranged by topic matter. Please note that some comments were expressed more than once and that is noted.

Based on this very cohesive view by the membership, volunteers were solicited for *ad hoc* committees to convene before the general membership meeting to further develop their topics. The committees and chairs are as such:

- **Communications**
Chair Bob Demeuls, 559-1124
- **Volunteers**
Chair Tish Cavalier, 789-5465
- **Newsletter**
Chair Denis Diekhoff, 920-2437
- **Focus/Planning**
Chair Wade Brezina, (715) 485-3585

Please contact the committee chair if you wish to join their committee or voice your opinion.

It was the consensus of those present that we reconvene on **April 24, 1993 at Norwest Bank, 5320 Lyndale Avenue South, Minneapolis** in the meeting room. At this meeting, we will hear reports from these committees and have an opportunity to gather in break-out groups for in-depth problem solving.

NOMINATIONS

Another item of business to come before the group at its annual meeting is nominations for the Board of Directors. Nominations were opened and several were received. It was agreed by all present that nominations will remain open through the April 24, 1993 meeting. Additional nominations for all board positions are still needed.

Position Descriptions

Following is a list of available Board of Director positions along with their "position descriptions" as found in the bylaws.

The general duties of all directors are to: promote the purpose and membership of Mini'app'les; administer the bylaws of Mini'app'les; assure the financial well-being of Mini'app'les; attend and report at each board meeting; carry out decisions of the board in a timely manner; appoint staff and committees as necessary (subject to board approval); and communicate to the board the needs of appointed staff and membership in general.

President

The President will: provide leadership and direction to the general membership and to the board of directors; prepare an agenda for each board meeting; chair Mini'app'les board and general membership meetings at which business is conducted; assign duties to board and staff members; and establish goals to be reached during the term in office.

Vice President

The Vice President will: assist the President with the duties of that office and in the absence of the president, assume the duties of that office; organize the program, facilities and equipment for general membership meetings including meetings for nominations or voting by membership; and coordinate participation in events such as trade shows and seminars.

Treasurer

The Treasurer will: maintain the Mini'app'les financial records and records of assets; present a written financial report at each board meeting to include income, disbursements, current account

balances and assets; prepare an annual budget; be cognizant of and act upon requirements of the IRS and Minnesota State Department of Revenue in a timely and efficient manner; administer the collection of all moneys due Mini'app'les; establish and maintain bank accounts in the name of Mini'app'les; deposit all moneys in the Mini'app'les bank account(s) in a timely and efficient manner; and pay all bills and demands as authorized by the board.

Secretary

The Secretary will: record in a permanent form the minutes of all board and general membership meetings at which business is conducted; record the results of elections; archive and maintain all Mini'app'les records other than those kept by the Treasurer; keep a Mini'app'les calendar; and assist the President and Vice President in correspondence as required.

Publications Director

The Publications Director will: oversee publication of the newsletter; and appoint with consent of the board a Newsletter Editor and assistants, and Advertising Coordinator.

Software Director

The Software Director will: oversee all software publication efforts; coordinate acquisition and duplication of software; and appoint with consent of the board a Software Editor(s) and Software Sales Coordinator(s).

Operations and Resource Director

The Operations and Resource Director will: oversee all matters related to operations and resources of Mini'app'les and its members; coordinate the use of equipment owned by Mini'app'les; maintain a consultant and information network for Mini'app'les; and appoint with consent of the board Hardware and Software Advisor(s), Bibliographer, Hardware Coordinator(s), and BBS Coordinator.

Membership Director

The Membership Director will: oversee the maintenance and processing of membership records and materials; and promote membership.

Interest Group Directors

The Interest Group Directors will: oversee all matters related to the development and maintenance of Special Interest and Community Interest groups; encourage and assist in the

formation of new interest groups; and act as spokesperson to the board for group representatives. *Note:* There are two Interest Group Directors, one overseeing Macintosh related interest groups and one overseeing Apple II related interest groups.

Past President

The office of Past President is not an elected position. The office of Past President will automatically be given to the retiring President. If the Past President resigns or relinquishes office, the President shall appoint a Director at Large to complete Past President term and duties. The Past President will: provide continuity in the leadership of Mini'app'les; assist the President with the duties of that office; and provide historical references for decision making process.

ELECTION PROCEDURES

Considering the results from the March 6, 1993 general membership meeting and actions taken, the Board of Directors has affirmed a revised schedule for nominations and elections of officers. As previously stated, nominations will remain open through the April 24, 1993 meeting. Election of officers will follow during the month of May. All members nominated or volunteering for board positions should be prepared to submit a one paragraph "resume" along with any statements they may wish to make pursuant to their candidacy. These statements, along with the ballot, will appear in the May 1993 newsletter (or special mailing). Ballots will be accepted by mail and at Mini'app'les meetings during May. All ballots must be received by May 28th. A simple majority of those voting is necessary for election. Board members must be paid up members of Mini'app'les.

Board of Directors (1992-1993)		
President	David E. Laden	488-6774
Vice-President	Thomas M. Lufkin	698-6523
Secretary	Tish Cavalier	789-5465
Treasurer	Steven Lassiter	823-6748
Membership Director	Bill Rhoades	1-652-2221
Operations & Resource Publications Director	Allen Mackler	424-8889
Software Director	Greg Carlson	544-8252
SIG: Macintosh	Wade Brezina	1-715-485-3585
SIG: Apple II	Tom Gates	789-1713
Director at Large	Keven Kassulker	535-2968

Group Discussion Outcomes

Saturday, 6 March 1993

Newsletter

- 4-6 parts to newsletter with up to 10 hours/person for production
- Timing - Schedule and timing more important than size. Reduce size if it means meeting a timely deadline.(3)
- Pay to have the newsletter produced. (2)
- Nerve center of the group. Not everyone has a modem to hook up to the BBS. It needs to be done well.

SIGS

- Redevelop DTP SIG for newsletter production.
- Knowledge of meeting sites DTP group will be in the same place for the next 3 months on the 3rd Thursday.
- Is the club a loose confederation of SIGS? SIGS and the Board should meet once monthly for 15 minutes.
- The club is the SIGS. The club supports the SIGS. The newsletter supports the SIGS with the calendar, Members Helping Members. Timing of the newsletter is more important than size. The BBS is less important.

Communication

- Convey ideas to membership and get volunteers.
- Notification of meetings and sites.
- Board should focus on communication avenues.
- Board and SIGS have no contact with each other. (2)
- BBS and voicemail are good devices. We should use what we have for communication. (2)
- BBS has a performance problem.
- BBS is hard to use. The voicemail should be updated weekly.
- BBS not cutting edge of technology for a group that is promoting this. It should ease the burden of the newsletter.

Misc.

- Recognition/rewards for volunteers does not exist. (2)
- Training needed as to how to delegate duties to volunteers.
- Focus or lack of it, for volunteers and coordination of SIGS for specific help
- Delay of 75 days in getting newsletter after joining the club. The mailbox should be checked weekly.
- U of M affiliation?
- Database of volunteers and their skills.
- Position descriptions for Board Members and SIG leaders is needed.
- Membership demographics - need younger members and more women.
- Affiliation with hardware vendor (US Robotics?) to sell modems at cost to members to they may use the BBS.
- Permanent place for club and SIG meetings.
- Structure - Is it a group of SIGS and are the groups cohesive?
- No main monthly business meeting
- Advertise meetings on cable TV and the classifieds.
- Monthly business meeting to precede Main Mac and Main Apple II meeting for 1/2 hour, all on the same night.

🍏 mini'app'les Annual Swap Meet

When: May 15, 1993
Time: 10:00 a.m. - 4:00 p.m. (set-up at 9:00 a.m., enter NW door)
Where: Apache Plaza

Bring new, used, or surplus hardware, software, accessories, etc. to trade or sell to other members and the general public. All software should contain original disks, manuals, etc.

One-half table will be provided to members at no cost. Members wishing a full table will be charged \$10.00. Tables are available for commercial vendors at a cost of \$25.00. Reservations for table space are strongly encouraged as there will be limited table space for walk-in attendees. To reserve your table, please call Tom Gates at 789-1713, Tish Cavalier at 789-5465, or leave a message on the voice mail line at 229-6952.

New this year will be "PC" equipment and software. Members of TC/PC (The Twin Cities PC User Group) will join with the members of Mini'app'les. TC/PC will handle table reservations and arrangements for its members.

April 1993 Calendar

Monday


Tuesday

Wednesday

Thursday

Saturday

			1 Board of Directors Lexington Library David Laden, 488-6774	3
5	6	7	8 Macintosh Main Augsburg Park Library Mike Carlson 866-3441	10 Programmer's Workshop Brookdale-Hennepin Library Keven Kassulker 535-2968
12 Apple II/GS Main Van Cleve Park Tom Ostertag 488-9979 HyperCard SIG East Lake Library Peter Fleck 370-0017	13	14	15 FileMaker Pro SIG Highland Park Library Steve Wilmes 458-1513 Macintosh DTP SIG St. Anthony Library Bob Grant 827-6294	17
19 Fourth Dimension SIG Stonehill Apartments Ian Abel 920-5520	20 Apple II Novice SIG Murray Junior High Tom Gates 789-1713	21	22 Appleworks SIG Murray Junior High Les Anderson 735-3953	24 General Membership Norwest Bank 5320 Lyndale Avenue South, Minneapolis Tish Cavalier 789-5465
26 Macintosh Novice SIG Highland Park Library Tom Lufkin 698-6523	27 Mac Programmers SIG Murray Junior High Gervaise Kimm 379-1836	28	29	

 mini'app'les
Minnesota Apple Computer User Group
P.O. Box 796
Hopkins, MN 55343



**Important Information: Membership Meeting
April 24, 1993**

DANB BUCHLER
2601 WOODSTRAIL
BURNSVILLE MN 55337